



Engineering Division

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PARCEL MAP – CHECKLIST (URBAN LOT SPLIT – SB 9)

An applicant for an urban lot split shall file an application with the Community Development Department, together with copies of an urban lot split parcel map. Maps must conform with the Subdivision Map Act; Subdivision Ordinance, and approved Tentative Map.

ADDRESS: _____ APN: _____

OWNER'S NAME: _____

SURVEYOR'S NAME: _____

INITIAL SUBMISSION - PARCEL MAP

Note: All of the following items are required to be electronically submitted as ONE complete package prior to City Engineer accepting the Parcel Map for review.

- _____ Parcel map fee as per the latest City Master Fee Schedule
- _____ Submit all documents used to complete map (current title report dated within two months of the initial submission date, easement deed, grant deed, filed maps, etc.)
- _____ Submit all electronic computer closures for all circuits shown on map
- _____ Parcel map must be accompanied by Improvement Plans (unless previously submitted) with first submittal
- _____ Submit a signed and notarized affidavit from the applicant stating the following as a separate, stand-alone document
- _____ Check map with tentative map and conditions of approval

THE FOLLOWING TO BE CHECKED WHEN COMPLETE

Each map must have:

- North arrow on each sheet
- Vicinity map (on key map sheet)
- Sheet index if more than 3 sheets
- Legend on each sheet
- Basis of bearing must be on California Coordination System

- Recorded information of the property and adjacent properties (County Recorder's book and page number)
- Metes and Bounds for all properties, right-of-way and easements
- Monuments for each new property corner

All street names must be approved by the Community Development Department

Surveyor/Engineer to submit closure calculations.

Check closure for:

- Subdivision boundary
- Lots
- Street boundary and street center line
- Other parcels such as open space, remainder, etc.

Check maps with adjacent properties. Check boundaries and easement locations. Gather recorded maps in area and check if there are conflicts with the submitted map. Any recorded information shall be shown.

Review most current Preliminary Title Reports for:

- Ownerships
- Easements
- Taxes, assessments and liens
- Trustee

STATEMENTS (See sample attached)

Each final map must have the following statements (See subdivision Map Act for standard statement language).

_____ Owner's Statement and acknowledgements (dedication offer, if required) including
 _____ Trustee's or Beneficiary's statement and acknowledgment (if required)

_____ Surveyor's or Engineer's Statement

_____ City Engineer's Statement

_____ Certificate of Acceptance

_____ County Recorder's Statement

_____ City Clerk Statement (if street or roadway or public utility easement dedication)

_____ For condominium projects the "Unit" boundary shall substantially conform to the building footprint of the townhouse type building. Do not show the "Unit" boundary on the map

_____ (Compiled from record data) or (Based on a field survey) whichever is applicable

_____ Basis of bearings (reference to Filed Map and monumented line preferred) and tie to basis of bearings

- _____ Method of establishment of all lines and points shown on map
- _____ “Found Monuments” shown and referenced (label “U.O. for Unknown Origin) (type , size and tag) (use SOLID SYMBOLS)
- _____ The Surveyor shall set a tag on all set monuments
- _____ Monument set (type, size, and tag) (use OPENSYMBOLS)
- _____ City and/or County boundaries shown and verified
- _____ Monuments set (type, size and tag) (use OPEN SYMBOLS)
- _____ Record data shown when different from survey data (the record data, together with the record reference, being placed in parentheses)
- _____ Bearings and distances on all lines
- _____ All angles/bearings shall be measured to 1 second and all distances shall be shown to hundredths of feet
- _____ Radial Bearings shown where appropriate
- _____ All parcel dimensions shown
- _____ Sums of interior distances equal exterior distance; sums of central angles equal total central angle, and sums of the sub-arc lengths equal total arc length
- _____ All easement dimensions and ties shown
- _____ Parcel area shown
- _____ No ditto marks
- _____ California Coordinate System checked (if used, not mandatory)
- _____ Electronic computer sheets (closure error shall not exceed 0.02 feet nor 1/10,000)
- _____ Electronic computer sheets for all circuits shown on map
- _____ Closure calculations should be traversed, not inversed. All bearings and distances should be calculated at exactly shown on the map (i.e. truncated to 0.01 feet and to 1 second of angle)

FINAL REVIEW

- _____ Submit revised Parcel Map
- _____ Requested revisions made and check print returned

- _____ All statements and acknowledgments signed and sealed
- _____ Tracing of Parcel Map on mylar (18" x 26" overall size) completely signed and sealed (1" margin on all sides)
- _____ Final review of map prior to obtaining City Engineer's signature and seal
- _____ Submit (2) sets of mylar originals to City Engineer for signature
- _____ City Engineer's seal and date signed
- _____ Tax letter from City Clerk
- _____ City Clerk's signature, seal and date signed (if applicable)
- _____ Final Title Report (issued within 90 days) or other proof of taxes paid
- _____ Transmit mylar originals and tax letter to the Title Company for recordation (recording fee will be paid by the Title Company)

PARCEL MAP

WHEN BASED UPON A FIELD SURVEY
(SURVEYOR'S) (ENGINEER'S) STATEMENT

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (Name of Person Authorizing Map) on (date). I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any, and that all the monuments are of the character and (occupy the positions indicated) (will be set in the positions indicate on or before (see note) _____ and (are) (will be) sufficient to enable the survey to be retraced.

(SURVEYOR'S) (ENGINEER'S) NAME & NO.

Note: Surveyor shall post a Bond if monuments are to be set at a later date

WHEN COMPILED FROM RECORD DATA
(SURVEYOR'S) (ENGINEER'S) STATEMENT

This map was prepared by me or under my direction and was compiled from record data in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of (Name of Person Authorizing Map) on (date). I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any.

(SURVEYOR'S) (ENGINEER'S) NAME & NO.

CITY ENGINEER'S STATEMENT

I hereby state that I have examined this urban lot split parcel map and have found that the Subdivision shown hereon is approved as an "urban lot split" pursuant to the requirements of senate bill 9 (Gov. Code §66411.7) and any approved alterations thereof; that the map conforms to Chapter 2 of the Subdivision Map Act; and that the map complies with local ordinances.

Date: _____

ANWARBEG MIRZA, R.C.E. 79700
CITY ENGINEER
CITY OF EAST PALO ALTO

CITY SURVEYOR'S STATEMENT

I, A. Sophie Truong, PLS, do hereby state that I have examined this map and I am satisfied that the survey data shown thereon is technically correct.

Date: _____

SOPHIE TRUONG, PLS 8998
CSG CONSULTANTS, INC.

COUNTY RECORDER'S STATEMENT

Filed this _____ day of _____, 20 _____ at _____ M. in Book _____ of Parcel Map at Page _____ at the request of _____

File No. _____

Fee _____

MARK CHURCH, San Mateo County Recorder

By: _____
Deputy Recorder

OWNER'S STATEMENT

(I, We) hereby state that (I, we) (am, are) the owner(s) of, or have some right, title or interest in and to the real property included within the subdivision shown upon this map, and (I, we) (am, are) the only person(s) whose consent is necessary to pass a clear title to said property, and (I, we) hereby consent to the making and filing of said map and subdivision as shown within the distinctive border line. (I, We) hereby dedicate for public use (street names) as shown on this map within said Subdivision. (If applicable).

OWNER(S): _____

TRUSTEE (OR BENEFICIARY): _____
(to be used when a dedication is required)

(The following statement is to be used when a dedication is required)

City Staff To Complete

DATE RECEIVED: _____

1. INITIAL SUBMISSION:_____

2. REVISED MAP:_____

3. REVISION NUMBER:_____
